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DEC 2 1954

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT : Study of Positions Within the Security Office

1. On 19 November 1954, the Administration Career Board recommended to me that a representative of the Classification and Wage Division of your Office examine the position of Chief, Administration and Training Staff, Security Office, in order to determine if the position should, by Agency standards, be authorized at grade GS-15 rather than GS-14. The Board further recommended that the positions of employees directly supporting the Chief of Administration and Training be examined also in order to determine appropriate grade levels.

2. It is therefore requested that your Office conduct the necessary desk audits of the positions cited above, and that the grades of these positions be adjusted as indicated by the results of the study.

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L. K. WHITE
Deputy Director
(Administration)

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